

10 July 1981

MEMORANDUM FOR: See Distribution

FROM :
Security Officer, ODP

SUBJECT : Draft of Proposed ODP Notice - Transfer
of Classified Material in ODP

Please review the attached draft of a proposed ODP Notice
and submit your comments by 21 July 1981.



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SECURITY

ODP NOTICE 10 -- 81

OFFICE OF DATA PROCESSING

Transfer of Classified Material in ODP

1. Recently the Office of Security investigated two reports of possible security violations. Both incidents involved computer hardcopy printout and both had SECRET printed at the top and bottom of each page. The classification was built into the program and the system automatically printed it on the output. Fortunately, a review of the data on the printouts revealed that they were unclassified and no violations were charged.
2. In both incidents, the inquiries disclosed that the materials were placed on the desks of personnel who had left for the day. This method of transferring classified material is a poor security practice and could result in a security violation.
3. All classified materials including all materials marked with a classification must be handed to the intended recipient or

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another authorized individual who can continue to maintain proper control of the materials.

Bruce T. Johnson
Director of Data Processing

DISTRIBUTION: All ODP Employees

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RETENTION: Until Rescinded

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ODP:SO:FWE:chm [] (8 July 81)(notice-chm's #2 grn. disk)